

Training Executive Steering Group
July 12, 1999
Minutes

1. **Opening Remarks - Marialane Schultz, DCMC-B1**

- a) Marialane Schultz, Steering Group Chair, welcomed everyone to the meeting and introduced the agenda. She also introduced Steve Uehling, acting DCMC-BG Team Chief. Everyone thanked Steve Herlihy for his contributions as DCMC-BG's Team Chief.
- b) Other announcements:
 - DCMC Training Coordinators Conference -- August 17-19, 1999, Long Beach, CA. Sponsored by DCMC-BG.
 - DLA Supervisory Training -- first class in HR Management for New Supervisors held June 21-25, 1999 Torrance, CA. Hosted by DCMDW. Next class tentatively scheduled for October 4-8, hosted by DCMDE.
 - Training Execution PAT underway, chaired by DCMC-BG, S. Tillman. The PAT will lay out training management process. They will also assist in providing information to update the Training portion of the IMS Guidebook, which will be done during the IMS Update meeting scheduled for July 19-23, 1999.

2. **Action Item Review - Donna Butler, DCMC-BG**

Review of open action items. (See attachment for details)

3. **Tuition Assistance Program - Donna Butler**

- a) At the June 30, 1999 Training IPR, General Malishenko approved tuition assistance. \$200,000 was recommended for reprogramming for tuition assistance for the remainder of FY 99. This amount is for all of DCMC. (Will be distributed on per capita basis.)
- b) DCMC-BG was asked to develop criteria for a DCMC-wide formal Tuition Assistance Program.
- c) DCMC-BG reviewed tuition assistance policies from DLA activities and the DoD policy for the Military Services. Because of the size of the workforce, dollar limits were proposed. The proposed criteria is:
 - i) DCMC will fund up to \$188 per credit hour and a total maximum of \$3500 annually (mirrors DoD Military Service policy). For students electing to enroll in institutions whose charges exceed the limits, student is responsible for paying the difference. Funding will cover tuition and associated course fees (such as labs). Textbooks are responsibility of student.
 - ii) Will apply to civilian workforce -- military covered by their respective Services.
 - iii) Non-duty hours.
 - iv) Need must be identified on IDP.
 - v) Must have approved DD 1556 prior to start of class. No substitutions without approval of supervisor and training coordinator.

- vi) Students must obtain a "C" or better to avoid repayment. Need to provide proof of grade to Training Coordinator within 30 days of course completion.
- d) DCMC-BG will track expenditures for remainder of FY99 to decide on rates for FY 00.
- e) Ms. Schultz stressed that window of opportunity is closing, and we need to act quickly to get information out to field.
- f) Group discussed need for union coordination -- may be issues with the "B" grade requirement. DCMC-BG will work with DCMC-BA to determine need for coordination, best way to coordinate expeditiously.
- g) Contingency plan -- If funding not used, residuals may be shifted over for PC buys.

Decision: Steering Group endorsed contingent upon coordination w/Union.

New Action Items:

- 99-022: DCMC-B1 and DCMC-BG to draft executive summary for General Malishenko signature and post to Home Page. Will work with Union to see if we can offer this as interim policy for FY99 and fully coordinate prior to FY 00 policy.
- 99-023: Training Steering Group members to start surveying the requests (DD 1556s) to look at the local tuition rates to find out if proposed rates are reasonable and if adjustments are needed for FY 00.

4. Workforce Development Plan - Steve Herlihy, DCMC-BG

- a) Mr. Herlihy discussed the Workforce Development Strategy Plan developed by DCMC-BG. Purpose of the strategy is to provide a comprehensive workforce plan for DCMC that defines how we assess gaps and environmental changes to the workforce in order to address current and future skills and human resource needs.
- b) The Plan encompasses five projects that address career development, skills imbalances, attracting new talent, current and future resource gaps and imbalances, and integration into a comprehensive plan.
- c) Five project teams will be formed, with members from HQ, Districts, CAOs and, if needed, contractors.
- d) Project is of high importance to General Malishenko, and teams will be required to provide regular IPRs and updates to DCMC leadership.
- e) Comments from TESSG:
 - How do we assess the benefits of training to the Command? Need to do more follow-ups, post-training assessments.
 - Need to put milestones to the activities. Time limits look too aggressive. Would be better to lay out plan and complete in phases/stages instead. Ms. Schultz stated that we will look at this once we get General Malishenko's approval.

Decision: TESSG endorses the layout for the Workforce Development Plan. DCMC-B and -BG will brief to General Malishenko. Date: TBD.

5. Training IPR Results - Steve Herlihy, DCMC-BG

- a) Total DCMC-wide available for reprogramming: \$1,790,853 (includes \$1,077,133 for AIS).
- b) Approved use of training funds vs. mission travel for SPI and Engineering Conferences.
- c) Possible remaining surplus is \$918,853, which includes reprogramming of unfunded requirements (\$872,000). All dependent upon Districts' revised execution plans.
- d) Members asked if any additional funds could be moved to Tuition Assistance -- yes if more requests come in over the estimated \$200,000. Should keep in mind that these are not ceiling amounts, but forecasts.
- e) Issuance of 2nd IMPAC cards to CAOs for training -- not feasible. Instead, will work with credit card company to expand the data provided on monthly accounts in order to better track training-related expenditures. Being worked by Ms. LeGrande, DCMC-BA.

New Action Items:

- 99-024: Districts and DCMC-AB to provide an update on the status of their training execution plan at the next training VTC scheduled for July 19, 1999 and at the next TESSG scheduled for August (date to be determined). Ms. Tillman will provide format for reporting.
- 99-025: Ms. Tillman to recommend process for TESSG to review/approve net results of IT programming/project plans.
- 99-026: Provide feedback on options for what categories should be used to separately track training. Need representatives from each HQ Directorate and Districts. (DCMDW has lead).
- 99-027: Obtain a consultant on the "Registrar" process - DCMC-BG.
- 99-028: Find out what Services are doing on IDPs. Resurrect previous PAT information on the Modern System. Provide update on automated IDPs, DLA TA and the Modern System at next meeting. (DCMC-BG/D. Butler, S. Tillman)

6. **Recommendations for agenda for next meeting (date TBD);**

- Automated IDPs
- Training Execution PAT IPR
- Recommendations for Revised Training Cost Code Categories
- Budget Outbriefs -- HQ, Districts
- Status of Training Matrices/Certification

7. **Closing Remarks:** Ms. Schultz thanked all for attending and adjourned the meeting.

Minutes Confirmed:

MARIALANE SCHULTZ
Chairperson, Training Executive Steering Group

ATTENDEES

<u>Name</u>	<u>Organization</u>
Marialane Schultz	DCMC-B1
Steve Herlihy	DCMC-BG
Steve Uehling	DCMC-BG
Earl Kaiura	District West
John Pasquale	District International
Janet Rose	District East
Ed Giangrande	District East
Alyce Sullivan	DCMC-BA
Debra Connelly	DCMC-O
Penny Kingsbury	DCMC-O
Lt Col. J. Malloy	DCMC-PA
Maxine James	DCMC-AB
Sharon Tillman	DCMC-BG

OPEN ACTION ITEM STATUS

99-006: Brief Union on Training Plan and Executive Steering Group Activities.
Status: Civilian and Military Personnel Training must be integrated prior to presenting to Union. DCMC-BG is currently developing a Workforce Strategy that encompasses military training. Union briefing to take place after final endorsement by General Malishenko.

99-007: Expand training planning cycle chart to include yearly budget execution activities.
Status: Steve Herlihy provided charts to all attendees. **Recommend for closure.**

99-014: DCMC-BG to lead Steering Group in working training management process flow.
Status: DCMC-BG established Training Execution PAT that will flesh out process. **Recommend combining w/ 99-020 and close actions for coverage by PAT. PAT will provide TESSG w/updates.**

99-015: DCMC-BG to develop outline for DCMC Workforce Development Plan.
Status: DCMC-BG developed strategy. Brief to TESSG at today's meeting. Meeting w/General Malishenko TBD. **Recommend for closure.**

99-019: DCMC-BG to develop parameters for tuition assistance policy memo.
Status: DCMC-BG completed action. To be discussed at today's meeting. **Recommend for closure.**

99-020: DCMC-BA and -BG to document process for allocations/funding.
Status: Currently being worked. Training Execution PAT will feed their findings/recommendations to DCMC-BA and IMS Update meeting.
Recommend combining w/ 99-014 and close actions for coverage by PAT. PAT will provide TESS with updates.

99-021: Report on training funding requirements/reporting at next TESS.
Status: Will be covered by today's IPR results briefing. **Recommend for closure.**

Other Action Items discussed:

99-013 -- Status of Lead Agent Process Action Team.

- Background:
DCMC-BG tasked to establish a Process Action Team (with representation from –B, –O, –P, and –AC) to re-examine the current Lead Agent policy in the context of the training management process, and, if needed, revise current policy for publication in the One Book.
- Current Status:
 - PAT has met twice, and has begun to draft One Book language.
 - Since lead agent delegation is applicable for Command-wide areas, not exclusively training, Lead Agent policy will be moved from Workforce Development's One Book chapter to Chapter 11.9, Mission Processes & Organization & System Changes. The owner of that chapter will be responsible for updating and posting all lead agent delegations.
 - The lead agent delegation process will remain essentially the same, with stronger language on responsibilities of HQ Process Managers (owners).
 - There will be a link from the One Book process chapters that are affected by the delegations, as well as from paragraph 8 of each of the chapters, to Chapter 11.9 and a list of delegations.
 - All current lead agent delegations will be re-reviewed for accuracy and need in light of DCMC organizational changes (such as creation of SFAs, roles of SMEs, Centers of Excellence, etc). PAT members will coordinate reviews within their Directorates with appropriate HQ Process Managers. Process Managers will be responsible for coordinating with all appropriate personnel, be it Workforce Teams (HQ, District), DCMC-AC, SFAs if they now exist for the functional area, etc., on validating/updating/withdrawing the current delegations.
 - Team anticipates a one-month review cycle and a "block change" submittal to the Executive Council for approval of proposed re-delegations. This will be done concurrently with the One Book change.
 - DCMC-BG POC: Donna Butler